### **Publications**

The California State Department of Education publishes approximately 450 educational documents that are available through the public library system in California or for sale at cost to anyone who wishes to purchase them. An updated list, Selected Publications of the California State Department of Education, is published semiannually and is available upon request to the following address:

Department of Education P.O. Box 271 Sacramento, CA 95802 Phone (916) 445-1261

Some of the publications released recently, with prices, are the following:

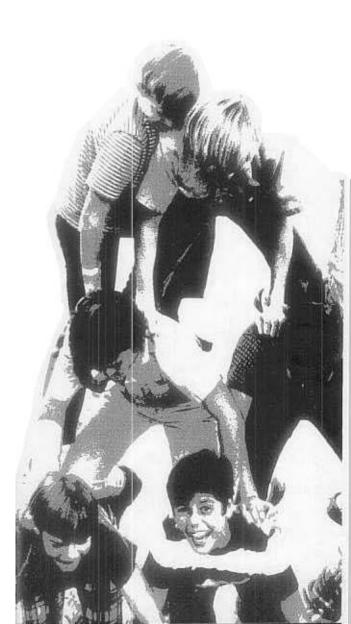
Accounting Procedures for Student Organizations \$1.50 California Public School Directory \$11 California Private School Directory \$5 Discussion Guide for the California School Improvement Program \$1.50 Education of Gifted and Talented Pupils \$2.50 Handbook for Assessing an Elementary School Program \$1.50 Handbook for Planning an Effective Reading Program \$1.50 Improving the Human Environment of Schools: Problems and Strategies \$2.50 A New Era for Special Education: California's Master Plan in Action \$2 Pedestrian Rules of the Road \$1.50 Planning for Multicultural Education as a Part of School Improvement \$1.25 Teaching About Sexually Transmitted Diseases \$1.65 Technical Assistance Guide for Proficiency Assessment \$7.50 A Unified Approach to Occupational

Orders should be directed to the post office box address cited above. California purchasers should add sales tax to the price quoted. Prepayment is required from all out-of-state purchasers and all except government agencies within California.

Education \$2

## The California State Department of Education

Its Organization and Its Services



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Wilson Riles Superintendent of Public Instruction and Director of Education

## State Board of Education

A Message from Wilson Riles...

operations for which the Department has responsibility.

From the day the Department was born, one of its major functions has been the collection of data that have been needed to make the important decisions that must be made regarding education in this state. A brief summary of some of those data appears on the last pages of the brochure. And on the back cover, you will find an item that tells you how you can secure copies of Department publications.

I hope you find this document helpful in your role as legislator, educator, school board member, parent, student, or concerned citizen who wants to learn how our 59-year-old state agency is organized to meet the educational needs of the people in California. If you have suggestions on ways we could improve the document, do not hesitate to let us know.

Superintendent of Public Instruction



Michael W. Kirst President of the Board

The State Board of Education was established by an amendment to the California Constitution in 1884. The Board consists of ten members who are appointed by the Governor with the consent of two-thirds of the Senate. Members serve four-year terms of office without pay. A student member, elected from high school candidates throughout the state, sits on the Board as a nonvoting member.

The Superintendent of Public Instruction, who is elected by the public every four years, serves as secretary and executive officer to the Board, and most administrative functions are delegated to him. The Superintendent is also responsible for carrying out the policies of the Board or seeing that they are executed by appropriate staff in the Department of Education.

The Board establishes policy for the governance of the state's public school system, kindergarten through grade twelve. The Board's major responsibilities, as provided in the Education Code, are to:

- Establish policies and regulations to implement laws adopted by the Legislature.
- Propose legislation to improve the public schools.
- Adopt textbooks for grades one through eight to be made available through the free textbook fund.

# The Responsibilities of the Department

#### State Board of Education...

- Review and act on school district reorganization plans.
- Approve program plans of the Department, including those for adult and special education.
- Allocate federal funds for such purposes as compensatory and vocational education.

The Board meets once each month from September through July in Sacramento and at various announced locations throughout the state. All meetings are open to the public with the exception of executive sessions.

Although the Board operates as a committee of the whole in all circumstances, standing committees have been established to handle the detail of Board business.

The Board welcomes written communications from the public on any issue within its purview but, of necessity, must limit oral presentations to agenda items scheduled for public hearing. Members of the public are invited to appear and present their views on such issues; and they may request a place on the public hearing agenda by submitting a request in writing to the Board office ten days or more in advance of the meeting with a statement of the speaker's position.

For additional information regarding the California State Board of Education, call or write:

State Board of Education 721 Capitol Mall Sacramento, CA 95814 (916) 445-9016

Although the responsibilities of the California State Department of Education are as broad as the scope of education itself, the Department's major responsibility is to help school districts meet the educational needs of students in kindergarten through the adult school. The Department meets its responsibilities in three basic ways: (1) by carrying out state and federal legislative directives affecting education; (2) by furthering the educational policies and implementing the regulations adopted by the State Board of Education; and (3) by providing the guidance and leadership needed at the state level to keep the public school educational program abreast of the times and prepared to meet existing and future needs of all students enrolled in the schools of the state.

The state and federal mandates that Department employees must carry out fill volumes of materials, and these laws cover every aspect of education. These laws outline the procedures that are to be followed in such matters as the allocation of state and federal monies to the schools; the distribution of textbooks and federal surplus properties, including food for free school lunch programs; administration of the state testing program; supervision of attendance accounting; and the administration of required educational programs.

To meet its responsibilities for furthering the policies and implementing the regulations of the State Board, the Department develops programs, produces publications and other media, and conducts workshops that are designed to help the schools understand the policies

# The Organization of the Department

#### The Responsibilities

and follow the regulations. These policies and regulations are designed to carry out the laws passed by the California Legislature, and they cover the full gamut of educational activities.

Although the Department's responsibility for providing guidance and leadership to the public schools may be the most difficult to define in concrete terms, it is certainly one of the most important for the future of public education in this state. It is within this realm of responsibility that the Department helps the schools prepare students to meet the future with confidence and skill. It was within this context that the Early Childhood Education Program, the school improvement process, and the Master Plan for Special Education were born.

To meet its many responsibilities, the Department has developed a four-part organization: executive, administration, educational programs, and libraries. And within each of the four parts, you will find the many units that the Department needs to meet the responsibilities for which it is entrusted. The organizational chart on pages 16 and 17 is a graphic picture of the Department, and the list of services that begins on page 18 presents in alphabetical order the myriad of responsibilities carried out by Superintendent Wilson Riles and the 2,800 employees of the Department of Education. However, it should be pointed out that approximately 40 percent of these employees operate the state's six special schools for deaf, blind, and neurologically handicapped children.



## The Organization

#### The Executive Office

The Executive Office, which is directed for Superintendent Wilson Riles by Chief Deputy Superintendent Donald R. McKinley, is responsible for the effective implementation of departmental policies and the achievement of departmental goals. The Chief Deputy provides for the coordination between the Executive Office and the other units of the Department and directs, for the Superintendent, the daily operations of the state agency.

The offices that report directly to Chief Deputy McKinley and their major responsibilities are described in the paragraphs that follow.

The Affirmative Action Office administers the internal affirmative action program for the Department.

The Office of Governmental Affairs maintains liaison with the Legislature, the Governor's Office, and other administrative agencies; and this office organizes the Department's legislative program.

The Office of Information Dissemination prepares and disseminates information about California education, especially information about Department programs to schools and the general public.

The Office of Intergroup Relations seeks ways to end racial, ethnic, religious, and sex discrimination in the public schools.

The Legal Office serves as legal adviser to the Superintendent, the Department, and the State Board.

The Personnel and Training Office helps the Department recruit and hire personnel, provides for employee development and training, and

administers the personnel management progam.

The Office of Program Evaluation and Research evaluates all educational programs that are specially funded, administers the state assessment program, and directs evaluation improvement efforts in the state.

The Special Projects and Policy Analysis Office assists the Superintendent and his cabinet in analyzing departmental policies and programs for the purpose of making changes needed to maintain an efficient operation.

In addition to the aforementioned offices, the Executive Office also maintains a Washington, D.C., office and a Los Angeles office. The Washington office, which is headed by Deputy Superintendent Donald K. White, is responsible for maintaining liaison with the California congressional delegates and providing for them information on the state's educational needs. The office is located at 417 New Jersey Avenue, S.E., Washington, D.C. 20003 (phone 202-546-1901). The Los Angeles office, which is headed by Assistant Superintendent Robert Ponce, maintains liaison with local educational and other governmental agencies in southern California. His office is located at 601 W. Fifth St., Suite 1000, Los Angeles (phone 213-620-3430).



Donald R. McKinley Chief Deputy Superintendent of Public Instruction

#### The Administration Branch

The Office of the Deputy Superintendent for Adminstration, which is headed by William D. Whiteneck, is responsible for (1) all of the Department's internal fiscal and administrative functions: (2) the apportionment of monies to school districts; (3) the distribution of surplus properties and foods to schools; (4) administration of the child development and child nutrition services programs; and (5) the provision of various management services to school districts. The major units that report to Deputy Superintendent Whiteneck and a brief description of their responsibilities follow:

The Office of Data Acquisition and Forms Control is charged with reducing the paperwork in the Department and in the schools.

The Office of Data Management Systems coordinates data processing activities and services and maintains various automated information systems.

As its name implies, the Fiscal Policy Planning and Analysis Office helps Department management assess and prepare to deal with changing fiscal conditions.

The units in the Division of Child Development and Nutrition Services manage the child development, child nutrition services, and surplus property programs for public and private agencies in California.

The units in the Division of Financial Services maintain the Department's internal fiscal operations, make the apportionments of state and federal monies to local educational agencies, and, when asked, help school districts improve their management systems.



Barry L. Griffing Associate Superintendent Division of Child Development and Nutrition Services



William D. Whiteneck Deputy Superintendent for Administration



Jacque T. Ross
Associate Superintendent
Division of Financial Services

## The Organization...

#### The Program Branch

The Office of the Deputy Superintendent for Programs, which is headed by Davis W. Campbell, is responsible for providing statewide leadership and guidance in educational and instructionrelated programs. Thus, his office has prime responsibility for helping California's schools implement the school improvement process, a major statewide project to make education a cooperative effort of the home, the community, and the school. Deputy Superintendent Campbell is provided administrative assistance by two offices: the Office of Federal Coordination and Program Audits and by the Program Management and Review Unit. The Title IX Assistance Office also reports directly to Mr. Campbell. The major units that report to this Deputy Superintendent and a brief description of their responsibilities follow:

The offices of the Adult and Community Education Programs are responsible for the development of state policies regarding adult and community education, the state-level administration of programs serving adults, the management of the Department's staff development program, and the licensing of private postsecondary schools.

The Consolidated Programs Division provides statewide leadership for all schools funded through the consolidated application, an effort to bring major resources together in a unified manner to improve the education of children, prekindergarten through grade twelve. Units in this part of the Department also have major responsibilities for the implementation of the school improvement process; thus, the

employees in these units help schools develop school improvement plans that follow a basic format of assessing needs, setting goals, identifying resources, and evaluating progress.

The Curriculum and Support Services Division provides statewide leadership in curriculum and educational program development for specially funded state and federal programs that provide extra services for children. The service areas include compensatory and migrant education, curriculum services, and instructional support and bilingual education. Along with the Consolidated Programs Division, the units in this part of the Department also have responsibility for school improvement implementation.

The Office of Special Education, which has major responsibility for the Master Plan for Special Education, provides state-level coordination of programs for children with special needs. This office is also in charge of the state's residential schools for deaf, blind, and neurologically handicapped children, and these schools employ about 40 percent of the employees in the Department of Education.

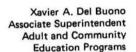
The Vocational Education Unit provides state-level administration of vocational education programs. The programs



Davis Campbell Deputy Superintendent for Programs

#### The Program Branch

are designed to meet the needs of individuals (1) who are preparing for initial employment; (2) who are already employed but need higher level skills to continue in their present jobs; and (3) who have become unemployed and need to acquire skills to gain new employment.







Rex. C. Fortune Associate Superintendent Consolidated Program Division



Associate Superintendent Curriculum and Support Services Division

#### Division of Libraries

The Division of Libraries, which is headed by Ethel Crockett, provides library materials and services for legislators and state offices and institutions. The State Library also makes available to public and school libraries nonfiction books and other library materials not available locally; provides special services to city and county public libraries in the state; maintains a law library and a library specializing in California history; and collects library statistics and acts as a clearinghouse for information about all California libraries. The staff in the State Library also does reference work that requires the use of materials not available in local libraries.

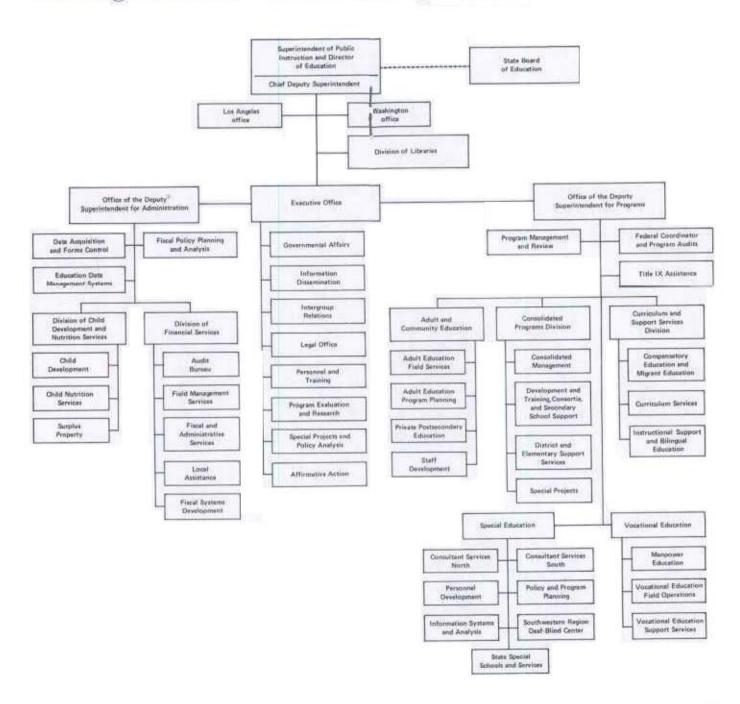
The Sutro Library in San Francisco is also a part of the Division of Libraries. It has reference materials on genealogy, state and local histories, and the original Sutro collection of old and rare books.

The California State Library was established by the first Legislature in 1850, and the State Librarian is appointed by the Governor. The Library is located in the Library and Courts Building in Sacramento, and its mailing address is P.O. Box 2037, Sacramento, CA 95809. For information on the Library, call (916) 445-4374.



**Ethel Crockett** State Librarian

## The Organization Chart of the Department



# Services Available from the Department

## Directory of Services

The responsibilities of the Department are spelled out in state and federal statutes, and it would take a very large volume to print all of the legal mandates departmental employees must meet. However, it was possible to develop this directory of services, which incorporates the responsibilities that the Department must meet. Following each entry is a phone number you may call to get information on the subject.



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AB 65. See School Improvement Program.
A127-D (District Consolidated Application)
 (322-3064)
A127-S (School-level plans)
   Elementary (322-2508)
   Secondary (322-3064)
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   Elementary and high school (322-3064)
   Private school (323-3249)
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   General Services, 445-1020.
Administrative research, school districts
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Adult education (322-6646)
Adult education field services (322-2175)
Advanced placement program (322-5954)
Affirmative action
   Equal employment opportunities (445-9482)
   In Department hiring (322-4050)
   Minority recruitment, vocational
    education (322-2330)
   School districts (445-9482)
Agricultural education (445-4971;
 LA: 213-620-3160)
Alcohol education (322-5420)
Alternative schools (445-3023)
Aphasic and speech handicapped (445-3561;
 LA: 213-620-4262)
Apportionment of school funds (445-4766)
Apprenticeship education (445-3611)
   Publications (445-7608)
   Fine arts (322-4015)
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   Education (322-4250)
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Audit Bureau (322-2288)
Aural media services (445-1290)
Average daily attendance (a.d.a.) (445-4766)
Bilingual bicultural education (445-2872)
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Bilingual Education Teacher Corps (445-2872) Bilingual individual learning plan (445-2872)

Bond elections, school (445-2143; 322-2470).

Blind (445-3561)

Braille book information (445-5103) Conflict management Budget, school districts (445-4766: 322-2470) Violence, vandalism prevention (445-9482) Building aid, school (445-2143) Congressional liaison in Washington, DC Bus (school) driver instruction (322-2470) (202-546-1901) Business Education (445-5182: Conservation education (322-4018) LA: 213-620-2090) Consolidated application (322-4310) Consolidated field services (322-3064) Cafeteria (school) equipment (445-0850) Consolidated program management (322-2553) Calendar: school opening, closing, vacation Consolidated services demonstration project (445-8224; 322-2470) (322-3064) California Administrative Code. Consortia support services (322-3776) See Administrative Code. Consumer education (445-5077) California High School Proficiency Examination Continuation education (322-4018) (CHSPE) (445-0297) Contracts, departmental (322-3050) California Education Information Resources Copyrights (445-7608) Services (322-6140) Correctional institutions, classes in (322-2175) California Library Services Act (445-4730) Correspondence courses, approval of California Youth Authority, issuance For public high school students of transcripts (322-3284) (322-4015)Career education (322-6352) For veterans (445-3427) Career guidance (322-6352) Correspondence course solicitors' permits, CDS codes (445-7608) issuance of (445-3427) CETA (Comprehensive Employment and Training Council for Private Postsecondary Educational Institutions (322-6646) Act) (445-4740) Child Care Food Program (445-0805) County-District-School (CDS) codes Child Development and Nutrition assignment (445-7608) Services, Division of (322-6233) County School Service Fund (445-8224) Child development services Course coding catalog instructions Alternative child care (322-6241) (October Report) (445-5527) Credentials Campus children's centers (322-6241) Junior college (California Community Migrant child development (322-6241) School-age parenting and infant development Colleges) (445-2361) Teacher (Commission for Teacher (322-6241) Preparation and Licensing) (445-7254) Child nutrition (445-0850) Curriculum Civil rights (445-9482) Adult and community (322-6646) Clearinghouse Depository for Handicapped Elementary and secondary (322-4981) Students (445-5103) Frameworks (445-2731) Communications Mathematics (322-3284) Departmental (322-6140) Curriculum Development and Supplemental Superintendent's press releases (322-2008) Materials Commission (445-5450) Communicatively handicapped (445-3561; Curriculum services LA: 213-620-4262) Gifted and talented (322-5954; Community education (323-2571) LA: 213-620-2679) Community use of school facilities. Refer to Health programs (322-4470) appropriate school district. Instructional (322-2737) Compensatory education (445-2590) Pupil personnel (322-6352) Competency based education (445-0297) Cyesis program for pregnant schoolgirls Complaints about a particular school district. (445-3561; LA: 213-620-2990) Refer to school district. Compliance monitoring (322-5205) Comprehensive Employment Training Act DASIE project (445-0776) Data acquisition (322-7373) (CETA) (445-4740) Data processing services (322-6406; 445-0774) Comprehensive Planning for Special Education (322-5016) Data, statistical (enrollment, etc.) Compulsory attendance (322-2470) (445-8224)

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